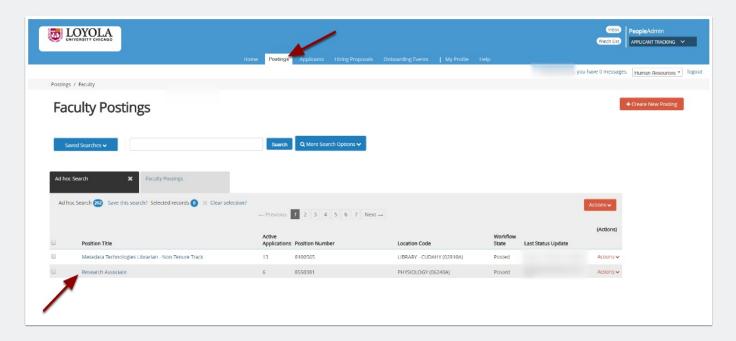
Faculty Positions: Moving Applicants Through the Workflow States

Below you will find instructions on how to move faculty through the workflow states (i.e. hired) in PeopleAdmin 7.6.

Locate the Position

To move applicants through various workflow states in PeopleAdmin, please select the Postings tab and choose Faculty in order to see a list of Faculty Postings, as shown below.



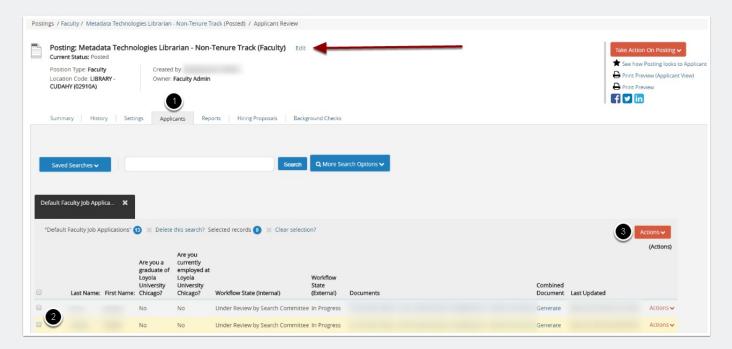
Select the job posting, and navigate to to the "Applicants" tab, as shown below. View the application of interest.

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From the **Actions** menu, select "Move in Workflow." The "Editing Workflow States" page opens. Select the appropriate "New Step" such as hired, phone interview, etc.

• If the confirmation box prompts you for a reason, select the reason that best explains why you are moving the applicant to this workflow state.

Select Save Changes to move the applicant to the selected workflow state.



Moving a Group of Applicants To a New Workflow State

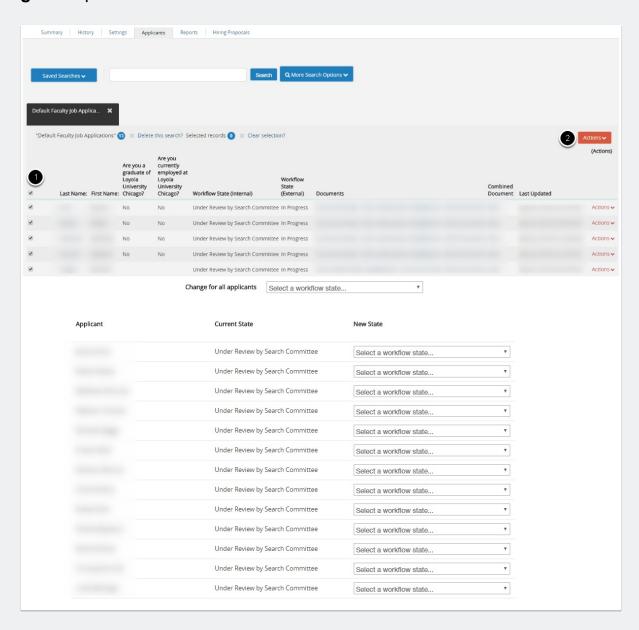
From the list of all applicants on the posting, check the boxes associated with the applicants of interest.

- 1. From the **Actions** menu, select Move in Workflow. The Editing Workflow States page opens.
- 2. For each applicant listed on this page, select the new workflow state.

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If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.

When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them



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Questions?

Please email questions to Careers@luc.edu and an Human Resources staff member will follow-up with you.